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29 NOV 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 November 1971

25X1A  
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1. Cooperative Education Program: [REDACTED]

briefed [REDACTED] the Agency Equal Employment Opportunity Officer, on the Co-op Program and especially our efforts to recruit at Black schools.

[REDACTED] stated that he will arrange for us to give [REDACTED] a similar briefing.

Officials of the Office of Research and Development/ODS&T have expressed interest in having a co-op program. Analysis Division personnel were briefed on the Program. They are now in the process of preparing a description of the type of student they want and outlining a work program.

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25X1A  
2. Issuance of Quarterly Statements to Participants in the Voluntary Investment Plan: The next quarterly VIP statements are scheduled for distribution in early January 1972. While our initial form was in accordance with Clandestine Service's guidance, the Counter Intelligence Staff has now indicated in an opinion to [REDACTED] that future distributions to participants in the Field should be classified and in pseudonym.

25X1A  
[REDACTED] has advised our Retirement Affairs Division that he will ask [REDACTED] of the Office of Computer Services whether a computer program can be devised to identify all Field personnel in the VIP, also whether we can get a print out of the next Quarterly Statement in pseudo.

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Should the Clandestine Service decide on this course of action, it is questionable whether the Office of Computer Services will be able to complete a sub-program in time for Field distribution in January.

3. Position Management and Compensation:

a. Meetings were held last week with representatives of SIRS and Printing Services Division, Office of Logistics, to explore the possibility of automating the updating and reproduction of the Occupational Handbook.

b. Five Staffing Complement changes covering the transfer and realignment of Communications positions in [REDACTED] and the conversion of CT/C positions to CT/R were issued.

c. The evaluation of job information collected recently on Near East field positions is continuing. Completion of the initial draft of the survey report is expected around 15 December.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Distribution:

Orig & 2 - Addressee  
1 - IG  
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OD/Pers/[REDACTED]:pJG (29 Nov. 71)

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